

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120058-1
REPORTS INVENTORY

PREPARE IN DUPLICATE

XXXXXXX DDS/OL/SD-9

1. TITLE OF REPORT (if a fill-in report include Form No.)

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Airborne Status Report

2. TYPE OF REPORT	X	STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA

X	PERSONNEL	TRAINING
	LOGISTICS	SECURITY
	MEDICAL	FINANCE

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)	
	Monthly	

7. FORMAT (memorandum, form computer print-out, etc.)

Form	YES	IF YES GIVE ADP PROCESSING NO.
	X	NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
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12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	7.73	X	4		30.92	X	12		371.04

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

371.04

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To verify balances of stocks on hand, so that Supply Division can provide accurate stock positions. This enables OAMS to manage stock procurement more reliably as related to available funds and customer needs.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
	CHANGE			
	DISCONTINUE			
STAT				

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

5 Oct 70

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- Chief, OAMS/SMB/SD/OL